

From: J Dunn <jenined6@yahoo.com>
Date: December 13, 2018 at 6:36:55 PM EST
To: "DeVincentis, Matthew" <mdevincentis@ctbk.com>
Subject: Re: CTBK Request

Good evening.

Sorry I'm just now responding. I have the budget for head start, but we have never been given monthly income statements for any individual program so I will have to request those from the CEO/Finance.

Jenine Dunn

On Dec 13, 2018, at 3:21 PM, DeVincentis, Matthew <mdevincentis@ctbk.com> wrote:

Hi Jenine,

In connection with our engagement, below is a list of documents we need to get started. After we have these items, we can then move forward with setting up a time to come out to CAO offices and do detailed testing. Any questions please do not hesitate in contacting me directly.

- Copy of the Head Start and Early Head Start (HSEHS) Program Grant for the time period 3/1/18 – 2/28/19
- Monthly income statement for the HSEHS Program for the time period 3/1/18 – 2/28/19
- Income statement for the HSEHS Program for the time period 3/1/18 – 11/30/18
- Copy of the grant application and grant denial letter for the "Home Improvement Grant"
- Time period during which the Home Improvement program ran and incurred expenses
- Monthly income statement for the Home Improvement program for all months that had activity.

Again, if any of this is unclear please call me.

Thank you,
Matt

Matthew DeVincentis, CPA, MBA

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